



DIRECTORATE OF MINORITIES

STEP BY STEP INSTRUCTIONS FOR MINORITY COMMUNITIES TO APPLY PRE MATRIC SCHOLARSHIP STATE SCHOLARSHIP PORTAL 2019-20

PROCEDURE – 1

**THIS PROCEDURE IS FOR SUCH OF THOSE PRE-MATRIC STUDENTS WHOSE
CORRECT DATA IS ALREADY AVAILABLE IN SSP**

Step 1:- Go to Website <https://ssp.karnataka.gov.in>

Step 2:- Click on **Create Account** link.

Step 3:- Enter student **SATS ID** & click on **Get data** button.
(Student's all data will be displayed)

Step 4:- Click on Edit button then enter NSP ID (NSP fresh application ID) and
Name as in NSP application and click on Check button.

A pop-up message of SATS Name and NSP name will be displayed. Click
on OK button. If SATS name and NSP name both are same click on Save
and proceed button.

Step 5:- For final submission click on Save & Continue button.
Acknowledgement will be displayed. Take a print of acknowledgement.

PROCEDURE – 2

**THIS PROCEDURE IS FOR SUCH OF THOSE STUDENTS, WHOSE DATA IS ALREADY
AVAILABLE IN SSP BUT APPLICATION GOT REJECTED IN 2018-19 DUE TO
VARIOUS REASONS**

Step 1:- Go to Website <https://ssp.karnataka.gov.in>

Step 2:- Click on **Create Account** link.

Step 3:- Enter student **SATS ID** & click on **Get data** button.
(Student's partial data will be displayed with edit options)

Step 4:- Click on Save & Proceed then a pop-up message of SATS Name and SATS
ID will be displayed. If it is correct Click on Yes button.
(Student's all data will be displayed)

Step 5:- Click on Edit button then enter NSP ID (NSP fresh application ID) and
Name as in NSP application and click on Check button.

A pop-up message of SATS Name and NSP name will be displayed. Click
on OK button. If SATS name and NSP name both are same click on Save
and proceed button.

Step 6:- If student wants to modify/edit below information

- Caste and income Certificate,
- Aadhaar,
- mobile number,
- Day Scholar/Hosteller and
- Domicile details

Click on Edit option then can modify the details and click on save & proceed button.

- If student does not wants to modify any details then directly follow step-7 after Step-5.

Step 7:- For final submission Click on Save and Continue button.

Acknowledgement will be displayed. Take a print of acknowledgement.

PROCEDURE – 3

STUDENTS WHO ARE APPLYING FOR FIRST TIME UNDER SSP, HAVE TO FOLLOW BELOW PROCEDURE

Step 1:- Go to Website <https://ssp.karnataka.gov.in>

Step 2:- Click on **Create Account** link.

Step 3:- Select **Pre-Matric** check box.

Step 4:- Enter student **SATS ID** & click on **Get data** button.

To know your SATS ID go to link -

<http://sts.karnataka.gov.in/STS/front/loadindexhome.htm>

Step 5:- Student details fetched from SATS will be displayed, click on **Save & Proceed** Option.

Step 6:- A popup message will be displayed, if the displayed SATS details are correct then click **“Yes”** and continue.

If the displayed SATS details are not correct then click on **“No”** button and provide his/her correct SATS ID.

If SATS ID is correct but the name and other details are incorrect, then the applicant should contact school for corrections.

Step 7:- Enter mobile number and click on **“Submit”** button.

Step 8:- OTP will be generated and sent to the given mobile number.

Step 9:- Confirm OTP then it will take you to Change Password Page. Change your password as per instruction given in the same page, click on **“Submit”** button.

Step 10:- Account will be created with the applicant's SATS ID as User ID. Both the User ID and Password will be sent to the given mobile number. Click on **“Login”** button.

Step 11:- Enter User ID & password and click on Login button. Student Account Homepage will be displayed.

Step 12:- Enter Aadhar and account details whichever is applicable. (Bank Account details are required only in case of Student not having Aadhar)

Step 13:- A popup message will be displayed, if the displayed SATS & Aadhar details are correct then click on **“Yes”** button and continue with the process.

If the displayed SATS & Aadhar details are not correct then click on **“No”** button and provide correct Aadhar details.

Step 14:- Select “**Religion**” in dropdown list.

Step 15:- Enter Student **NSP ID of 2019-20**.

Step 16:- Enter **Income and Caste Certificate RD number** and click on “**check**” and **Save & Proceed** Option.

Step 17:- A popup message will be displayed, if the displayed Aadhar, Income & Caste certificate details are correct then click on “**Yes**” button and continue.

If the displayed Aadhar, Income & Caste certificate details are not correct then click on “**No**” button and should provide correct details.

Step 18:- Select Day Scholar or Hosteller.

If Student is Hosteller, Student have to provide Hostel details.

Step 19:- Enter **Student Personal** details and click on **Save & Proceed** button.

Step 20:- Select **Yes or No** for domicile. If yes enter number of years and months

Step 21:- Select **Yes or No** for Renewal. If Yes enter **2018-19 NSP ID** and click on “**Save & Proceed**” button.

Step 22:- Photo upload is not required. Click on “**Save**” button.

Step 23:- Acknowledgment page will be displayed.

- If the parent of the applicant has Aadhaar, then click on “**e-Sign**” button. OTP will sent to registered parent’s Aadhar mobile number and confirm OTP.
- If the registered parent’s Aadhar mobile number is not active will not get OTP.
- In such cases download the **Consent Form**, fill and submit to the school. (Consent form is available on Department Official website and SSP website).

Step 24:- Take acknowledgment print and submit to school.

For further detail instructions and procedure please visit Minority Directorate’s official website <https://gokdom.kar.nic.in>